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Class Specifications
for the Class:

PLANT QUARANTINE MANAGER

Duties Summary:

Manages the State's plant quarantine program; provides advice, guidance and support to related programs of biological and chemical pest control; cooperates with other governmental jurisdiction, national and international, and with other government agencies on the inspection, fumigation, treatment, safeguarding, certification, disposition and rejection of agricultural pest or pest conditions; serves as ex-officio chairman of advisory committees on the introduction of land animals, plants, organisms, pathogens, invertebrate and aquatic animals, and insects; provides consultative services on plant and animal quarantine problems; conducts public relations and educational programs; negotiates contract arrangements with private industry for special projects; renders highly technical and specialized decisions on the import or export of extremely costly or controversial matter; and performs other related duties as assigned.

Distinguishing Characteristics:

Nature and Purpose of Work: In managing the plant quarantine program, the position at this level plans and directs the overall programming, analysis, evaluation, and development of integrated and cooperative effort to protect the agricultural industry from the introduction of pests and to facilitate clearances of exports and inter-island movement of material.

Supervisory Control: Supervision received from the division chief is general and consultative in nature, geared largely to changing patterns of technology, life and other factors affecting or influencing inter-relationships with other agencies, other government jurisdictions, and private industry.

Guidelines Available: Guides at this level are limited to the broad framework or legal standards and requirements, departmental policies and objectives and statewide government policies, procedures and objectives.

Nature and Scope of Recommendations, Commitments and Decisions: The position at this level represents an authority in plant quarantine concerns of national and international implication. Recommendations can influence the effectiveness of relationships with other states, the federal government,

foreign countries and private industry. The position at this level has full technical responsibility for results of activities in carrying out the State's plant quarantine objectives and recommends new, revised or improved legislation, policies, procedures and regulations affecting plant quarantines and pest control functions.

Personal Work Contacts: At this level, the incumbent has extensive contacts with top-management personnel and representatives of the transportation and shipping industries, commercial and substantial private nurseries, carrier lines, other government agencies and jurisdictions, and other scientific programs of educational, technical and technological import. The incumbent meets with legislative committees and others to justify budgetary requirements, to explain and defend critical and controversial plans, and to establish understanding of program objectives and work details. The obtaining and maintenance of communications, cooperative assistance and coordination with other agencies are significant at this level.

Examples of Duties:

Plans, organizes, directs, coordinates and evaluates the State's plant quarantine program; develops and maintains operating and managerial controls to assure continuity and adjustment; develops and updates training programs to extend specialized knowledge of the biological sciences as they influence the identification and treatment of pests and pest conditions and to broaden perspectives and develop supervisory and administrative potential; develops and reviews training plans and prospectus for cooperative program with other agencies for foreign nationals and others; consults other professionals in related fields on new developments and approaches; confers with management and subordinate staff to understand and fully discuss an issue, to represent viewpoints, to resolve or recommend solutions to problems, to explain decisions reached, and to stimulate positive effort; meets regularly with federal counterparts in Hawaii, with management and staff, with program personnel, with representatives of industry and various interested groups on a variety of factors influencing the scope, volume, diversity, inter-relationships, efficiency and effectiveness of the program, to determine service and program needs, assess strengths and weaknesses, evaluate organizational plan and progress, and provide for adjustment; serves as ex-officio chairman of scientific advisory committees on the introduction of (1) land animals, (2) plants, (3) organisms, (4) pathogens, (5) invertebrate and aquatic animals, and (6) insects; investigates matters of highly technical nature or reviews findings of others, summarizes findings and conclusions, interprets same and

recommends appropriate action to the Board of Agriculture; prepares and summarizes reports for submission to the Board, another agency, or the Legislature; conducts informal and formal hearings on plant quarantine on all islands and testifies at formal public hearings on all proposed regulations; initiates and determines the scope of experimentations, investigations or surveys, reviews recommended outlines, spot checks progress, and evaluates results; and provides technical support to superior and department head and managerial direction to program operations.

Knowledge and Abilities Required:

Knowledge of: Principles and practices of plant quarantine inspection and enforcement; administrative guides of quarantine treatment methods and techniques of practices and procedures of the transportation and shipping industries, and of related governmental activities; entomology, plant pathology, nematology, and pest control and eradication procedures; principles and practices of supervision and management; plant quarantine and pest control conditions of other import and export sources, of general economic, social and political developments affecting long-range and short-term decisions in plant quarantine activities, and of the status of agricultural planning and projections.

Ability to: Manage the State's plant quarantine program; deal effectively with other governmental jurisdictions, national and international, subordinates, other departmental staff, industry representatives, and others to promote program goals and objectives; speak and write effectively; and prepare an operating budget.

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This is an amendment to the class specification for the class Plant Quarantine Inspector VII approved on September 10, 1968, due to incorporation of managerial level in EMCP in accordance with Act 254, SLH 1980, and a change in title to PLANT QUARANTINE MANAGER effective November 1, 1982.

DATE APPROVED: 10/22/82

DONALD BOTELHO
Director of Personnel Services

The code number for the class Plant Quarantine Inspector VII was changed from 8.484 to 17.826 and the class was incorporated in the Excluded Managerial Compensation Plan effective July 1, 1981, in accordance with Act 254, SLH 1980.